



# ERINDALE COLLEGE

## ATTENDANCE INFORMATION

### 1. Purpose

The purpose of this document is to inform parents/guardians and students about the attendance requirements for students enrolled at Erindale College.

### 2. Overview

The policy of the Board of Senior Secondary Studies (BSSS) requires attendance at 90% of scheduled classes for the award of any unit studied. For our college, this means students who do not attend 90% of lessons, with a 'reasonable explanation' for a unit will be given a Void (V) grade for that unit, that is; no points, score or grade will count towards the ACT Senior Secondary Certificate. When students miss a lesson or lessons the college requires a satisfactory explanation in writing. A satisfactory explanation of an absence will not impact the 90% rule.

### 3. Recording Attendance

ACT public schools are required to maintain an accurate register of enrolment and attendance. Therefore, accurate student attendance records are required and considered legal documents. Unlike primary and high schools, **teachers record student attendance at each lesson.**

### 4. Absences

Adequate documentation (including medical certificates) should be submitted to Student Services as soon as possible and within 10 days of the absence. An absence greater than 10 consecutive days for illness will require medical documentation. An application for special consideration may be appropriate. The principal, or their delegate is responsible for determining if an explanation provided is reasonable or deemed as an unacceptable excuse.

#### 4.1 ACT Scaling Test (AST) Absences

A medical certificate must be provided if you are unable to sit the AST.

#### 4.2 Planned Absences

For planned absences for longer than 3 days an 'Advanced Notice Form' should be completed and submitted along with supporting documentation (form available from Student Services). Not providing prior notification and/or documentation may affect outcomes as the student will be missing out on integral classwork during the period of absence. Examples of planned absences could include:

- Known medical procedures
- Overseas holiday
- Sporting events

### 4.3 Unplanned Absences

For unplanned absences, the Principal (or their delegate) is responsible for determining if an explanation provided is reasonable. The College defines '*satisfactory explanation*' as one that is supported by '*appropriate documentation*'.

Examples of appropriate documentation include:

- Medical Certificate or evidence of an appointment with a medical/dental/physiotherapy practitioner
- Satisfactory written explanation (letter or email) of legitimate absences signed by parent/guardian (e.g. bereavement, illness, injury, representative sport, religious/cultural).
- Letter from a Doctor for ongoing chronic conditions.

Examples of unacceptable reasons for an absence include:

- Missing class due to work commitments (unless approval gained from Deputy Principal)
- Missing class for driving lessons (these need to be arranged out of school hours)
- Missing class due to missing the bus.
- Ongoing illness without satisfactory documentation (see above)
- Missing class to study or work on assignments without prior college approval.

**The College reserves the right to accept or reject an explanation (even if a signed note/email is provided).**

### 5. Contacting the College about Absences

In addition to providing appropriate documentation, families are encouraged to contact the college at [erindalecollege.absences@ed.act.edu.au](mailto:erindalecollege.absences@ed.act.edu.au) from workplace email addresses (preferred) with information about planned or current absences.

### 6. Notification of Absences

Erindale College sends daily text and email notifications of missed classes to the nominated parent or guardian.

Fortnightly attendance reports are also emailed to both students and parents/guardians notifying them of any unexplained absences. Student Services staff monitor student attendance and in the event of a prolonged or pattern of absences, contact will be made with parents/guardians.

### 7. What Happens when Students Fail to Explain Absences

In the event school procedures encouraging attendance are unsuccessful or there is a failure to satisfactorily explain absences, the College is required to refer young people under 17 years of age to the ACT Education Directorate.

### 8. Need Help?

We are happy to assist in any way we can to ensure students attend college and successfully complete their Year 12 Certificate. Please contact the College by email or phone if you have any queries or concerns. Contact details are:

Phone: +61 2 61422977

Email: [info@erindalec.act.edu.au](mailto:info@erindalec.act.edu.au) or